



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMSW-HOD-PW

07 JUN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Billeting of Bachelor Personnel

1. **PURPOSE:** To implement procedures for issuance of Certificates of Non-availability (CNAs) for Unaccompanied Personnel Housing (UPH) on Fort Hood.

2. **REFERENCE:** Army Regulation (AR) 210-50, Housing Management, 3 Oct 05.

a. Army Regulation 210-50, outlines policy regarding housing of bachelor personnel and issuance of CNAs for single enlisted Soldiers (E1-E5).

b. Failure to enforce existing Department of the Army (DA) policy results in an unnecessary expenditure of funds.

c. Fort Hood Policy is outlined below:

(1) Staff Sergeants (SSG), and above, are entitled to receive Basic Allowance for Housing (BAH) and reside off-post.

(2) Garrison Commander designates the Directorate of Public Works (DPW) as the approval authority for all CNAs.

(3) Issuance of CNAs is based on a UPH utilization rate of 95 percent, or above, at the brigade level.

(4) For special circumstances requiring exceptions to AR 210-50, an exception to policy (ETP) request will be submitted to the DPW (Real Property Planning Division, Bldg 4612, Room 44). The ETP must include a justification to deviate from current policy.

3. PROCEDURES FOR ISSUANCE OF CNA STATEMENTS:

a. If, at the brigade level, utilization of assigned UPH assets exceeds the 95 percent occupancy rate, or there is serious overcrowding (more than two Soldiers residing in a room), a request for CNA can be submitted to the DPW (Real Property Planning Division, Bldg 4612, Room 44) for validation, approval, and issuance of CNAs. The request will be submitted by the Brigade Commander and must include original documentation (DA 4187, DA 5960), justification, and current barracks utilization report. Each request must indicate the effective BAH start date.

b. Pregnancy requires authorization to reside off post in accordance with Fort Hood Regulation 600-24.

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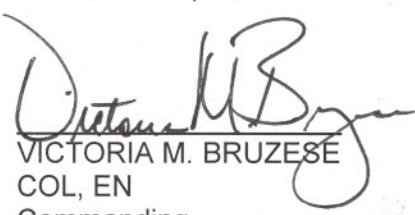
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4. The DPW will forward a quarterly review of all authorized CNAs to the MSCs to verify which Soldiers are still assigned, have PCS'd, or have moved back into the barracks. Unwarranted and/or inappropriate issuance of CNAs must be eliminated.

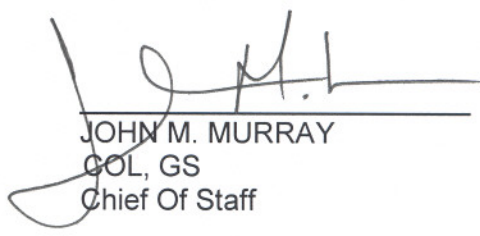
5. Consolidated UPH reports (including Soldiers' names, ranks, dependent status and utilization rate), from the MSCs, or separate units occupying barracks space, will be prepared monthly. These reports will be due to DPW, Real Property by the 15th of each month.

6. EXPIRATION: This Command Policy Memorandum supersedes Command Policy Memorandum DPW-02, 11 Aug 04, and Deputy Commander Memorandum, subject: Fort Hood Barracks Overflow Planning, 10 Jan 05, and will remain in effect until superseded or rescinded.

7. The DPW point of contact is Kirk A. Marek, (254) 287-3955.



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